

STATINTL

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100040034-3

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100040034-3

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10 February 1954


MEMORANDUM FOR: EACH EMPLOYEE OF THE GENERAL SERVICES OFFICE

As most of you know, the decision has been made to abolish the General Services Office and to divide its functions between the Offices of Logistics and the Comptroller.

I wish to express my most sincere appreciation for the loyalty, energy, and support which each of you has given me in the performance of my responsibilities as Chief of the General Services Office. I urge you to give your new superiors the same loyalty and support which you have given me; and I am sure that each of you will derive the utmost in satisfaction, friendly personal relationships, and the opportunity to progress within the scope of your capabilities and the opportunities that are available.

STATINTL

Since I will not be able to see each of you personally, I wish to extend, in spirit, a warm hand-shake, a pat on the back, and a word of thanks for all that you have done.

  
Chief, General Services Office

RESTRICTED  
Security Information

1 June 1953

MEMORANDUM FOR: All Employees of General Services Office

SUBJECT: Administrative Supplies and Equipment

25X1A

1. A program is being initiated by the Logistics Office in accordance with CIA Notice [REDACTED] to effect greater efficiency and economy in utilization of administrative supplies and equipment.

2. All offices have been asked to cooperate with the Logistics Office in the accomplishment of this objective, and, in doing so, to attempt to reduce the cost of office supplies and equipment per person without handicapping in any way the productive effort. It has been requested that the following points be brought to the attention of all employees:

a. "Cost consciousness" should be the uppermost thought of all employees in utilization of supplies and/or equipment.

b. Administrative supplies are for your use in the performance of your duties.

c. When drawing supplies ask for only what you need and use what you are issued. Do not hoard supplies.

d. A desk and office check to return excess supplies and equipment to supply channels will be conducted in the near future. All employees are requested to cooperate fully with personnel assigned to this function.

3. All Division Chiefs and supervisors in the General Services Office are directed to periodically inspect the practices of employees under their jurisdiction to assure that they do not accumulate or store unnecessary or excessive quantities of supplies. The Building Supply Officers are responsible for maintaining adequate stock levels of common-use items to meet normal requirements.

4. General Services Office will cooperate fully in this conservation program and the cooperation of all employees is requested.

25X1A

[REDACTED]  
Chief, General Services Office

RESTRICTED  
Security Information

RESTRICTED  
Security Information

1 June 1953

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[REDACTED]  
Chief, General Services Office

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Chief, General Services Office

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RESTRICTED  
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25X1A

[REDACTED]  
Chief, General Services Office

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**CONFIDENTIAL**

Security Information

10 April 1952

MEMORANDUM FOR: All Administrative Officers

FROM : Chief, Administrative Service

1. This is to advise that the Machine Records Branch, Administrative Service, formerly located in "J" Building has been moved to Wing 7 of "I" Building.

2. Mail addressed to this Branch should be forwarded to Room 1701 "I" Building. The telephone extension remains the same, 3756.

25X1A

Distribution:

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Medical Staff  
Procurement & Supply  
General Services Office  
Administrative Service  
Organization & Methods Service

chrono

Mach.Rec'ds file

Memoes to all pers. ✓

copy to all Div. Chiefs

**CONFIDENTIAL**

Security Information

6 May 1952

MEMORANDUM FOR: All Administrative Officers  
FROM : Chief, Administrative Service  
REFERENCE : Memorandum dated 10 April 1952 to All Administrative  
Officers from Chief, Administrative Service, regarding  
location of Machine Records Branch.

It is requested that subject memorandum previously unclassified, be classified CONFIDENTIAL.

STATINTL



Distribution: Same as original  
memorandum dated  
10 April 1952.

chron  
Mach. Rec'ds file  
Memos to all pers. ✓

Original memo  
classified as above.

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CIA FEDERAL CREDIT UNION


Washington, D. C.

24 April 1952

SUBJECT: Closing Credit Union Office on 30 April 1952.

1. For the purpose of making an audit, the two Credit Union Offices (Room 200 Central Building and Room 2201 I Building) will be closed on 30 April 1952.
2. Deposits planned for the last day of April should be presented on 29 April. Credit Union Offices will be prepared to accept them, as well as transact any other business, between 1000 hours and 1300 hours.
3. All members of the Credit Union who have not picked up their new passbooks should do so prior to the date of the audit.
4. The Credit Union Office presently in Room 2201 I Building will be located in Room 1040 I Building, effective 1 May 1952.

25X1A

  
EDWARD R. SAUNDERS  
President

DISTRIBUTION NO. 5

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*Rec. 308 copies*  
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*MacKee - 58*  
*Rec. Mgt. - 67*

STATINTL

CIA FEDERAL CREDIT UNION

Washington, D. C.

15 January 1952

SUBJECT: Fifth Annual Meeting of CIA Federal Credit Union

1. The Fifth Annual Meeting of the CIA Federal Credit Union will be held Wednesday, 30 January 1952 at 3:30 p.m. in the Directors Conference Room of the Administration Building.

2. At this time the officers will submit reports covering the activities of the Credit Union for the calendar year 1951. An election will be held to fill the vacancies created by the expiration of the terms of the following:

Board of Directors

STATINTL

Edward R. Saunders

3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union members are allowed to vote.

STATINTL

EDWARD R. SAUNDERS  
President

DISTRIBUTION: All CIA Employees

*File  
Memo to all  
Personnel*

*Office of Chief  
noted 11/16*

CONFIDENTIAL

MEMORANDUM

3 August 1951

1. Reports have been received from various parts of the Agency that in many instances personnel who should be informed are not aware of changes and additions to CIA Regulations.
2. While it is not intended that a complete CIA Manual be maintained by each segment of every Office, it is intended that all personnel who need to know be kept adequately informed of the Agency's policies and procedures.
3. To accomplish this, a method already employed by some Offices is suggested, namely, route copies of revisions and changes in CIA Regulations through various segments of the Office before they are placed in the CIA Manual.
4. If additional copies of CIA Regulations are desired to implement the above, the Management Analysis Office, Extension 792, should be contacted.

25X1A

*Page 5 & 6 of CIA Reg. [redacted] did  
16 April 51 were att. to this  
memo when distributed.*

CONFIDENTIAL

9 October 1951

MEMORANDUM FOR: All Administrative Officers  
FROM : Chief, Administrative Services

1. This is to advise that the Machine Records Branch, Administrative Services Office, formerly located in L Building has been moved to Wing 6 of Temporary J Building.

2. Mail addressed to this Branch should be forwarded to Room 1601, Temporary J Building. The Chief, Machine Records Branch, may be reached temporarily on telephone extension 3120 pending installation of permanent telephone service. His permanent telephone extension will be 3756.


STATINTL

Distribution:  
Office of Director  
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Deputy Director (Administration)  
Advisor for Management  
Office of Special Operations  
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Office of Operations  
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Office of Intelligence Coordination  
Office of Current Intelligence  
Office of Scientific Intelligence  
Training Office  
Comptroller  
Medical Staff  
Personnel  
Procurement  
Administrative Services

MEW:lrw

cc: Chrono  
Machine Records File  
Chief, Machine Records Branch  
Memos to All Personnel File ✓

*Memorandum to all  
De. General*  
**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Administrative Officer  
FROM : Chief, Administrative Services  
SUBJECT: Request for Unvouchered Foreign Travel Orders  
REF : CIA Regulation 

DATE: 11 June 1951

STATINTL

1. Upon receipt of this memorandum requests for unvouchered foreign travel orders or amendments thereto will be submitted on Form 36-207, approved March 1951, "Request for Unvouchered Foreign Travel Orders."

2. This form must be filled out completely in accordance with the nature of the travel, in triplicate, and routed to the Transportation Division through Covert Personnel Division after necessary approval.

STATINTL



Attachment:  
Form 36-207

SECRET

<b>REQUEST FOR UNVOUCHERED FOREIGN TRAVEL ORDER</b>			DATE _____		
NAME _____		GRADE AND SALARY _____		TITLE OR RANK AND SERIAL NO. _____	
<input type="checkbox"/> STAFF EMPLOYEE <input type="checkbox"/> STAFF AGENT		OFFICE _____		CHARGEABLE PROJECT _____	
OFFICIAL STATION _____				OFFICE TELEPHONE _____	
RESIDENCE ADDRESS (IF STATIONED IN WASHINGTON) _____				RES. TELEPHONE _____	
<b>ITINERARY:</b> (ALL TEMPORARY DUTY POINTS MUST BE SPECIFICALLY INDICATED.)  					
<b>JUSTIFICATION IN DETAIL:</b> GENERAL STATEMENTS SUCH AS "OFFICIAL BUSINESS" OR "CONFIDENTIAL PURPOSES", ETC., WILL NOT BE ACCEPTED. IF PERMANENT CHANGE OF STATION SHOW NAME, AGE, AND RELATIONSHIP OF IMMEDIATE FAMILY AND SHIPMENT OF AUTOMOBILE, HOUSEHOLD AND PERSONAL EFFECTS.  					
DURATION OF TRAVEL:		HOME LEAVE <input type="checkbox"/> PERMANENT CHANGE <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/>			
FROM _____ TO _____					
CHECK ONE FOR STAFF EMPLOYEE: <input type="checkbox"/> Transportation to be procured by Transportation Div. <input type="checkbox"/> by individual <input type="checkbox"/> Justify: _____					
MODE OF TRAVEL: COMMON CARRIER <input type="checkbox"/> GOVERNMENT TRANSPORTATION <input type="checkbox"/> Airplane <input type="checkbox"/> Airplane <input type="checkbox"/> Vessel <input type="checkbox"/> Vessel <input type="checkbox"/> PRIVATELY OWNED AUTOMOBILE <input type="checkbox"/> Motor Vehicle <input type="checkbox"/>					
ALLOWANCE FOR PRIVATELY OWNED AUTOMOBILE RECOMMENDED ON FOLLOWING BASIS: (a) _____ cents per mile, not to exceed cost by common carrier. <input type="checkbox"/> (b) _____ cents per mile, as being more advantageous to the Government. <input type="checkbox"/> JUSTIFY: _____					
<b>SPECIAL PROVISIONS:</b> (I.E., EXCESS BAGGAGE, EXTRA FARE TRAIN OR PLANE, OFFICIAL COURIER DESIGNATION, ADVANCE OF FUNDS, etc.) DEFINE AND JUSTIFY: _____  <div style="text-align: right;">PER DIEM RECOMMENDED: _____</div>					
<b>HOME LEAVE ONLY</b> DAY'S ACCUM. ANN. LV. AS OF (DATE) 1. Employee (is, is not) to report to Hdqrs. for _____ days prior to home leave. 2. Date of arrival at overseas station: _____					
<b>APPROVAL (FOR CASES INDICATED)</b> <input type="checkbox"/> PERMANENT CHANGE OF STATION <input type="checkbox"/> TRAVEL TO FIRST POST OF DUTY ABROAD <input type="checkbox"/> RETURN FROM POST OF DUTY ABROAD  SIGNATURE OF CHIEF, CPD _____ DATE _____			<b>APPROVALS (ALL CASES)</b> _____ SIGNATURE OF INITIATING OFFICIAL _____ TITLE DATE _____ SIGNATURE OF CONCURRING OFFICIAL _____ TITLE DATE		
FORWARD IN TRIPLICATE AFTER APPROVALS ARE COMPLETED					

FORM NO. 36-207  
MAR 1951

SECRET

(48)



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

16 May 1951

MEMORANDUM FOR: All Chauffeurs

SUBJECT: Chauffeurs' Corps

1. We all work for one of the most important agencies in Government. It is my belief that we should have the smartest Chauffeurs' Corps in Washington - a Corps to which you will be proud to belong. In order for us to achieve that ambition each man must do his duty faithfully.

2. Therefore, I expect each of you to live up to the following code of a good chauffeur:

- a. Drive carefully.
- b. Be courteous.
- c. Be neat in appearance.
- d. Sit in the driver's seat as a master.  
Don't lounge.
- e. Don't smoke; don't chew gum - when driving passengers.
- f. Do not enter into conversation with passengers.
- g. Fill out your Chauffeur's Record carefully and accurately.

STATINTL

STATINTL

cc: chrono

Trans. file

Trans. pers. file

Memos to all pers. file

Administrative Services

Heinen To

for distribution

18 May

STATINTL

*File*

27 February 1951

MEMORANDUM FOR: All Personnel, North Building

SUBJECT: Emergency Evacuation Plan for North Building

In the event of an emergency during working hours, North Building will be evacuated in accordance with the following plan:

1. Employees

- a. Upon sounding of alarm, proceed at once to secure all classified material in safes and vaults. Lock all safekeeping containers and vaults.
- b. Close and lock windows.
- c. Collect personal belongings such as hats, coats, purses, wallets, etc., and take them with you. DO NOT FORGET YOUR BADGE.
- d. Proceed from building, using stairways and exits described below, as instructed by your Assistant Evacuation Officer.
- e. After leaving building, proceed to the area designated by your Evacuation Officer. Do not congregate around exits, adjacent sidewalks, and driveways which may interfere with the activities of firemen and their apparatus.
- f. Employees will proceed via the routes and exits described below:

FIRST FLOOR. Rooms 100-110. Employees will proceed to and exit through the main (east) entrance of North Building.

Rooms 11-119. Employees will proceed to and out through the emergency (west) exit in front of the elevator. Employees in Room 115 will leave by the emergency door located at the east side of building and so designated as Emergency Exit.

SECOND FLOOR. Rooms 200-207. Employees will proceed down the stairway at the east end of the building and exit through the main entrance.

Rooms 208-215. Employees will proceed down the stairway at the west end of the building and out through the emergency exit. The elevator will not be used for evacuation purposes.

Employees evacuating through the two front entrances of North Building will proceed immediately across the driveway

- 2 -

and will assemble in the area beyond the flag pole but will not cross "E" street because of possible interference with fire equipment.

BASEMENT. All employees working in the east end of the basement will exit through the emergency door at the foot of the stairway and proceed around the east end of North Building and into the area between the driveway and the Naval Hospital grounds fence. All other employees working in the basement will proceed to the tunnel corridor and exit through the basement entrance to Central Building and thence to the quadrangle between Central and South Building.

2. Supervisors. A supervisor is defined as being the senior individual present in any particular office at the time the alarm is sounded.

a. Upon sounding of alarm, instruct a co-worker to secure your classified material and safes.

b. Supervisor to take pre-determined stations and direct flow of traffic from your assigned area, wing, or floor and preserve order.

c. Supervise the securing of classified material by the personnel under your jurisdiction.

d. Make a visual check of the offices under your jurisdiction to determine that classified material has not been left exposed and that safes, vaults and windows have been closed.

e. When the area for which you are responsible has been evacuated, report to the Evacuation Officer for further orders, if any.

3. Assistant Evacuation Officers.

a. Upon sound of alarm, instruct a co-worker to secure your classified material and safes.

b. Proceed at once to your pre-determined evacuation post. If it is an emergency exit door, remove the bar from the door and direct employees in evacuation. Do not permit unauthorized persons to re-enter the building.

c. When the all-clear signal is sounded, permit only properly badged persons to enter the building.

d. When personnel have re-entered the building, secure the assigned door by replacing the bar and metal pins.

e. In the event of an evacuation the guard at Post 3, Basement, North Building will be responsible for escorting the blind man to the nearest exit to safety.

- 3 -

f. The following named individuals are hereby appointed Assistant Evacuation Officers, assigned to the emergency posts as indicated below:

First Floor

STATINTL

Post No. 1  
(Main entrance to  
North Building)

Direct personnel  
from North Bldg.  
through the main  
entrance.

Post No. 2  
(Emergency exit  
east end of  
building)

Direct personnel  
through the emer-  
gency exit.

Second Floor

Post No. 3  
(Head of stair-  
way in front  
of Room 201)

Direct personnel  
to proceed by  
stairway to first  
floor through  
main entrance.

Post No. 4  
(In front of  
Room 212)

Direct personnel  
to proceed down  
stairway to first  
floor through the  
emergency exit.

Basement

Post No. 5  
(At the head of  
the tunnel  
corridor)

Direct all per-  
sonnel from the  
west end of base-  
ment area.

Post no. 6  
(Emergency exit  
at east end of  
building)

Direct all per-  
sonnel through the  
emergency exit and  
to clear the park-  
ing area in rear  
of North Bldg.

4. Assistant Evacuation Officers are responsible for: reporting to the Principal Evacuation Officer their transfer, relocation or any extended leave of absence; the instruction of personnel within their areas in the use of this plan; and the display of appropriate signs and literature that may be issued in connection with this plan.

STATINTL

Principal Evacuation Officer  
North Building  
(Extension 611)

Division Chiefs, Administrative Services Office

29 January 1951

Chief, Administrative Services

Personal Mail

1. It is requested that all employees under your jurisdiction again be instructed to comply with the agency regulation that they will not have personal mail addressed to them at the office.

2. Any employee who may not now be complying with the above will take action immediately to notify his correspondents to address personal mail to him at his residence rather than the agency address.

STATINTL

  
W. L. PEEL

MEW:lw

cc: Asst. to the Chief, Admin. Ser.  
Chief, Bldg. Main. & Utilities  
Chief, Real Estate & Const.  
Chief, Reproduction  
Chief, Transportation  
Acting Chief, Machine Records Br.  
Chief, Admin. Files Section  
Acting Chief, Records Control Sec.  
Chief, Mail & Courier Section

Chrono  
Directives file  
Memos to all pers. ✓  
Mail & Courier file  
*Admin. Inst. 40-1*  
*Procedure file*

STATINTL

CIA FEDERAL CREDIT UNION

Washington, D. C.

24 January 1951

SUBJECT: Fourth Annual Meeting of CIA Federal Credit Union

1. The Fourth Annual Meeting of the CIA Federal Credit Union will be held Wednesday, 31 January 1951, at 4:00 p.m. in the Projection Room of the Administration Building.

2. At this time the officers will submit reports covering the activities of the Credit Union for the calendar year 1950. An election will be held to fill the vacancies created by the expiration of the terms of the following:

STATINTL

3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union members are allowed to vote.

STATINTL

EDWARD R. SAUNDERS  
President

DISTRIBUTION: All CIA Employees



CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

To the Head of Each CIA Activity:

I want to extend to you and to the members  
of your organization my sincere wishes for a very  
MERRY CHRISTMAS and a HAPPY and SUCCESSFUL NEW YEAR.  
With these go my sincere thanks to all of you for  
your assistance and support.

STATINTL

WALTER B. SMITH  
Director

*Dist. 21 Dec. 50*

27 September 1950

TO: Chiefs of Branches and all Employees  
Services Division, Administrative Staff

I wish to express my sincere appreciation for the loyal support and abundance of effort which the Branch Chiefs and all personnel of the Services Division have put forth in achieving a successful program for the Division.

It is due in most part to your efforts that I have been considered for the promotion to Chief, Administrative Staff. In my new capacity I will, of course, be equally interested in the efficiency and the successful fulfillment of the Services functions, and I am sure that your efforts, as in the past, will continue.

Beginning on Monday, 2 October 1950, Mr. Howard J. Preston, Chief, Services Division, Administrative Staff, will report to his new assignment. I solicit for him the same loyalty and support which have been given to me in the past.

Again, I want to say "Thank You" for your efforts.

STATINTL

Chief, Administrative Staff

*cc: Commendation File  
Notices to all Employees*



*file  
✓ Memo to all  
Bills*

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON 25, D. C.

On 7 October 1950 I will relinquish the position of Director of Central Intelligence to Lieutenant General Walter B. Smith, United States Army.


I cannot depart without expressing to each individual member of this Agency my heartfelt appreciation and gratitude for the fine and loyal support which I have received during the more than three years I have held my present office.

We have experienced together the hard knocks, the real difficulties, and the successes involved in our mutual responsibilities, and I can say honestly that we have made very considerable progress together in a field beset by complexities and problems always inherent in pioneering a new field.

I am sure that each of you will give to your new Director, General Smith, the same loyal and vigorous support which I have received, and that the Central Intelligence Agency will continue to grow in capability and stature under his leadership.

I wish continued success and happiness for each of you, and you may be sure that I will miss our association when I have gone.

STATINTL

  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

*file  
201*

STATINTL

CIA FEDERAL CREDIT UNION

Washington, D.C.

20 January 1950

SUBJECT: Third Annual Meeting of CIA Federal Credit Union

1. The Third Annual Meeting of the CIA Federal Credit Union will be held Tuesday, 31 January 1950 at 4:00 p.m. in the Projection Room of the Administration Building.
2. At this time the officers will submit reports covering the activities of the Credit Union for the calendar year 1949. An election will be held to fill the vacancies created by the expiration of the terms of the following:

Board of Directors

Edward R. Saunders

STATINTL

STATINTL

3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union members are allowed to vote.

EDWARD R. SAUNDERS  
President

DISTRIBUTION: All CIA Employees

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DEC 2 1949


MEMORANDUM FOR: Assistant Director for Reports and Estimates  
Assistant Director for Collection and Dissemination  
Assistant Director for Scientific Intelligence  
Assistant Director for Operations  
Assistant Director for Policy Coordination  
Assistant Director for Special Operations  
Chief, Coordination, Operations and Policy Staff  
Chief, Advisory Council  
General Counsel, Legal Staff  
Chief, Inspection and Security Staff  
Chief, Administrative Staff  
Chief, Special Support Staff  
Budget Officer  
Personnel Director  
Management Officer

SUBJECT: Government Employees Health Association Annual Meeting.

1. The bylaws of the Government Employees Health Association provide for an annual meeting of its members to be held on the first Monday in January of each year at 10 AM.
2. The first Monday in January 1950 is an official holiday, therefore, this annual meeting will be held in the Projection Room of the Administration building at 10 AM, Tuesday, 3 January 1950.
3. It is requested that all personnel who are members of this Association be invited to attend this meeting.

/s/

STATINTL

  
Management Officer

*Original routed by Chief, Admin. Staff, 2 Dec. 49*  
*to*

1. Fiscal Div.
2. Medical Div.
3. Personnel Div.
4. Serv. Div.
5. Chf. adm. Staff.

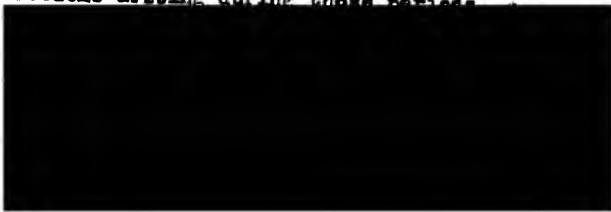
30 November 1949

MEMORANDUM FOR: Audit Staff  
Chief, General Services Branch  
Chief, Reproduction Branch  
Chief, Transportation Branch  
Acting Chief, Supply Branch

FROM: Chief, Services Division

SUBJECT: Lunch Periods

Confirming the meeting held in my office this morning, each Branch Chief is instructed, insofar as possible, to have key personnel on duty at all times in the various offices of his particular Branch. Lunch periods will be staggered so that all key personnel in an office will not be out during the same time. This will eliminate possible delays in transacting business and handling problems or questions arising during these periods.



STATINTL

MEW:rs  
cc: Chief, Administrative Staff  
MTM Chrono  
MTM Procedure file  
MTM Notices to all Personnel ✓

30 November 1949

MEMORANDUM FOR: Chief, Services Division  
Chief, Medical Division  
Acting Chief, Personnel Division  
Acting Chief, Fiscal Division

FROM : Chief, Administrative Staff

SUBJECT : Lunch Periods

It has been brought to my attention that in some offices all key personnel are out during the luncheon period at the same time. This has caused some inconvenience to individuals attempting to transact business with these offices. It is desired that you take action to stagger the lunch hours of key personnel in the various offices of your branches to alleviate this condition.

STATINTL

AVE:pon

cc: Chief, Services ✓  
Chief, Medical  
Act Chief, Personnel  
Act Chief, Fiscal

STATINTL

5 July 1949

MEMORANDUM FOR ALL EMPLOYEES OF THE SERVICES OFFICE, OVERT BRANCH

The Government Employees Health Association, which was organized within CIA on 15 July 1948, makes available a group plan of hospitalization to employees who are not eligible for the other group plans within the Agency. This plan is underwritten by the Mutual Benefit Health & Accident Association of Omaha.

The rates are as follows:

	<u>Monthly</u>
I. Single member only	\$1.60
II. Married member and spouse	4.75
III. Married member, spouse and all children	6.00
IV. Member and all children, where there is no adult dependent	4.75

The Association requires payment of a membership fee of \$1.00 and payment of two months' premiums at the time application is made for membership.

If you are interested in joining the Government Employees Health Association you must act promptly as the membership will be closed as of 31 July 1949.

For further information and application see Room 201, North Building, Extension 785.

STATINTL

*File*

*P.S.M.*  
*File*

31 August 1949

TO: All Services Personnel

SUBJECT: Special Dividends on National Service Life Insurance

Reference is made to the special dividends payable to veterans and servicemen on National Service Life Insurance policies issued after 8 October 1940. The dividends are not payable on insurance issued after 31 December 1947, or insurance which was in force less than 3 months.

STATINTL

Anyone eligible for such dividends in the Services Office who has not filed application for same and wishes to do so may obtain application forms from [REDACTED] Extension 651, Room 200 North Building.

STATINTL

[REDACTED]

Services Officer

STATINTL

*File*

*1. file*

CIA FEDERAL CREDIT UNION  
Washington, D.C.

19 January 1949

SUBJECT: Second Annual Meeting of CIA Federal Credit Union

1. The Second Annual Meeting of the CIA Federal Credit Union will be held Monday, 31 January 1949 at 4:00 p. m. in the Projection Room of the Administration Building.

2. At this time the officers will submit reports covering the activities of the Credit Union for the calendar year 1948. An election will be held to fill the vacancies created by the expiration of the terms of the following:

Board of Directors

STATINTL

[REDACTED]

Credit Committee

STATINTL

[REDACTED]

Supervisory Committee

STATINTL

[REDACTED]

3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union members are allowed to vote.

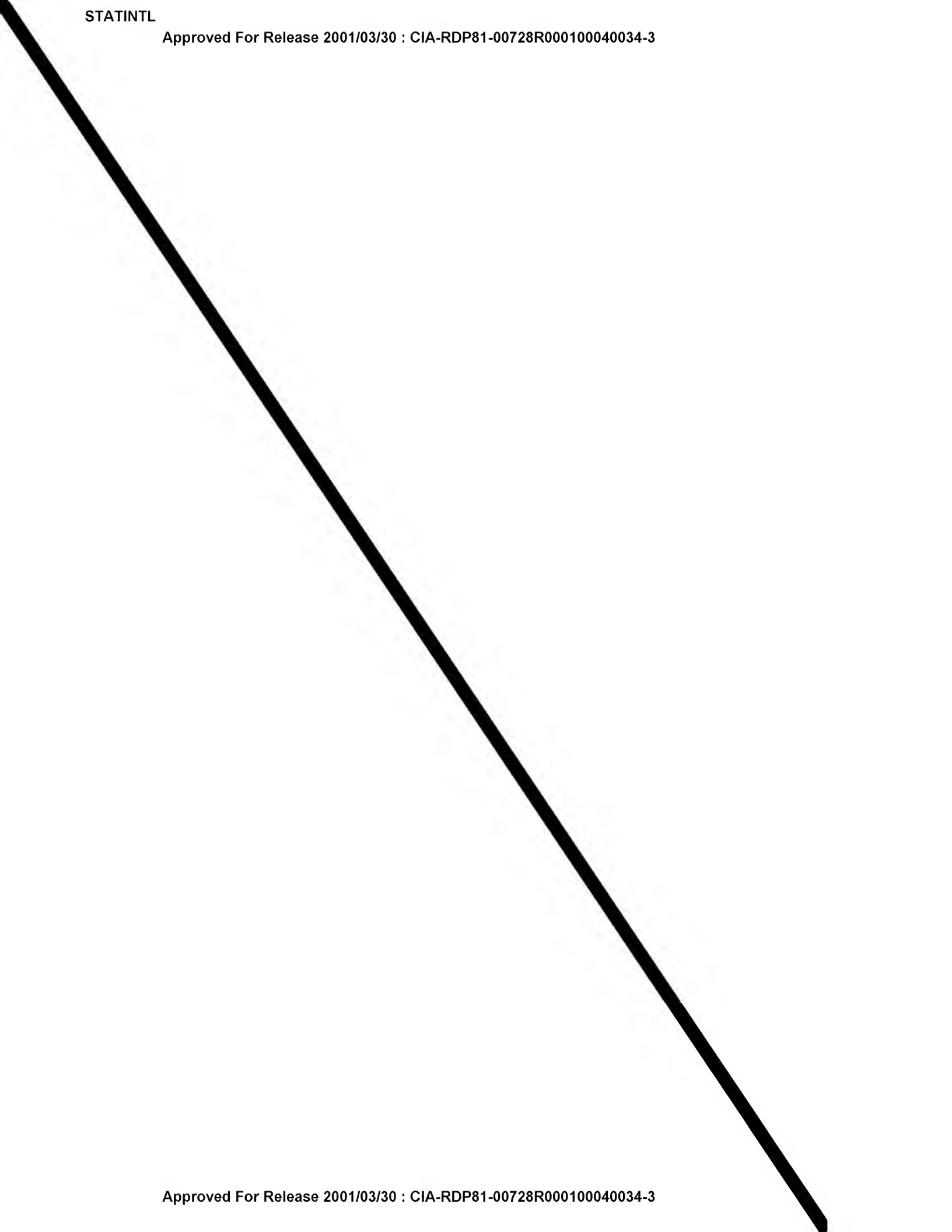
STATINTL

[REDACTED]


EDWARD R. SAUNDERS  
President

DISTRIBUTION: All CIA Employees







STATINTL

  
*file and by*  
3 January 1949

MEMORANDUM FOR: ALL SERVICES OFFICE EMPLOYEES

STATINTL

STATINTL As contemplated by General Order  and  I have been designated the Services Officer, CIA.

I wish to take this opportunity to let all employees of the Services Office know that I plan to visit the various sections and have the pleasure of meeting each individual personally. It is a pleasure to be able to work with a group that has enjoyed such outstanding commendations from all of CIA. I expect that everyone will continue to render excellent and efficient service to all CIA activities. I do not contemplate any changes in personnel or assignments at this time.

Should any individual have any problems, personal or otherwise, that their immediate supervisors cannot help them with, I wish to advise that the door to my office is always open.

At this time I should like to extend best wishes for the New Year to all Services Office employees.

STATINTL

  
Services Officer, CIA


5 October 1948

MEMORANDUM TO ALL CIA EMPLOYEES:

SUBJECT: Community Chest.

1. Most people will help a stranger who is in trouble, but all of us will come to the aid of our own people. It is for this reason that I am calling your special attention to the Red Feather Campaign of the Community Chest Federation now under way.
2. The National Capital Community is our community. Government workers and their families make up about one-half of its population. They need and use the same social and recreational services, the same insurance against privation and juvenile delinquency, the same hospitalization privileges as do the rest of the people here.
3. Government employees this year are being asked to give about one-third of the total increased goal needed to meet the minimum community needs, including the reorganized USO.
4. Surveys show that in the programs of the 104 agencies financed through the Community Chest Federation, Government workers and their families make up about one-half of the total persons served. One-third of the GIVE for the one-half of the TAKE is a good deal.
5. Inflated prices are hitting all of us hard these days. I know you will realize that the many low-income groups among the Government workers are among those who will suffer the economic and physical hardships that the Chest agencies help to alleviate.
6. The need is greater than before. You are being asked to be more generous. Instead of an immediate cash donation, you are urged to take the easier way of making a larger contribution by paying it each pay day or in monthly or quarterly installments. Our goal this year is the contribution of one day's pay per employee.
7. The President of the United States regards this community effort as a major duty and responsibility of us all. As Chairman for the drive in CIA, the Director personally heartily endorses the purposes of this drive which merits the full support of all of us.

STATINTL

  
E. K. WRIGHT  
Brigadier General, USA  
Acting Director of Central Intelligence

*File*

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

*July 48*

MEMORANDUM FOR ALL CIA EMPLOYEES


SUBJECT: Certification of Membership in the U. S. Civil Service Retirement System

1. Your Certificate of Membership in the U. S. Civil Service Retirement System is attached. This Certificate describes the benefits and privileges you enjoy as a member of the U. S. Civil Service Retirement Plan, as well as your obligations for securing such benefits. It should be kept in a safe place, along with other valuable papers for the use of your family or beneficiary in an emergency.

2. This Certificate has a place on the back for recording your service. Unfortunately, complete service records for all employees are not readily available and it is not possible to complete this record for you. You should record this service as accurately as you can from records in your possession. Hereafter, you should enter every personnel action you receive.

3. It is sincerely hoped that this Certificate will be of real assistance to you in understanding the Civil Service Retirement System.

STATINTL

  
Chief, Personnel Branch

Attachment

STATINTL

11 February 1948

MEMORANDUM

TO: All Employees of Services Branch  
FROM: Chief, Services Branch  
SUBJECT: Volunteer Blood Donors

1. The American Red Cross is sponsoring a drive for volunteer blood donors and have set their goal for 30,000 donors.

2. The American Red Cross will establish a blood donors bank for use by various hospitals in this area. The blood will first be donated to various veteran hospitals and the remainder will be for use by civilian hospitals and individuals who may request donations from the Red Cross.

3. Individuals donating blood are required to be over 21 years of age and are advised that donations should not be made more than five times in one year.

4. Any employee interested in making a donation should contact [REDACTED], Room 200, North Building, Extension 785, not later than February 18, 1948.

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STATINTL

[REDACTED]  
Chief, Services Branch

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

9 February 1948

MEMORANDUM FOR ALL EMPLOYEES

SUBJECT: Sustaining Fund Campaign for the National Symphony Orchestra Association.

1. The Sustaining Fund Campaign for the National Symphony Orchestra Association is now being conducted by that Association and will continue through 20 February 1948. The Heads of all Executive Departments and Agencies have been requested to participate in this Campaign and the following letter has been received from the Government Committee of the Orchestra Association:

"... and the nights shall be filled with music."

"That Washington's nights -- and days and summer evenings -- are so well filled with the world's finest music is to the credit of its National Symphony Orchestra.

"It brings us pleasure through its summer Watergate series, its winter concerts, radio broadcasts and special neighborhood concerts. It plays an important part in the education of our children through its work in the schools. Its corps of finest musicians are available for ballet performances, for concerts at the art galleries and for special music programs in the churches.

"To finance a great Symphony Orchestra entirely from ticket sales would make the price of admission so high few could afford it. Public subscription to a Sustaining Fund absorbs this extra cost and keeps the price of tickets down to the level we pay for theater seats.

"Because the Public Servants of Washington -- members and employees of the International, the Federal and the District of Columbia Government offices -- constitute the largest single group of those who enjoy the Orchestra, the National Symphony Orchestra Association turns to us for help in its Annual Sustaining Fund Drives.

"Each of you who enjoys good music, or is interested in the education of your children -- each of you who believes as we do that the National Symphony Orchestra is one of our greatest cultural assets -- is urged to help support this campaign between February 3 and February 20.

"Key workers have been designated in each agency. Go to yours today -- go now, while you have this letter in your hand -- and lend your support for good music in Washington by adding your contribution, small or large.

"Together we can do what no man can do alone; make certain that in the future, as in the past, Washington shall have great music."

- 2 -

2. The goal in the Campaign has been set at \$165,000. The Board of Directors of the Orchestra Association has announced that if this amount is not raised the Orchestra will be disbanded and the money returned to the individual contributors. Therefore, any sum which you desire to give will be gratefully accepted. The following volunteer key workers in the various offices of CIA are prepared to accept contributions from anyone desiring to aid in this Campaign:

STATINTL



FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Executive for  
Administration and Management

DISTRIBUTION: To All CIA Employees

STATINTL

*File*

AMOUNT OF INTEREST CHARGED BY THE CIA-FEDERAL CREDIT UNION ON A \$100.  
LOAN REPAYED IN TEN EQUAL MONTHLY INSTALLMENTS AS COMPARED WITH CHARGES  
MADE BY SOME BANKS AND FINANCE CORPORATIONS FOR A SIMILAR LOAN

\$16.40				\$16.50
15.00				15.00
14.00				14.00
13.00				13.00
12.00				12.00
11.00				11.00
10.00				10.00
9.00				9.00
8.00				8.00
7.00				7.00
6.00				6.00
5.00				5.00
4.00				4.00
3.00				3.00
2.00				2.00
1.00				1.00
\$00.00				\$00.00
TOTAL CHARGE	CREDIT UNION	SOME BANKS	SOME FINANCE CORPORATIONS	OTHER FINANCE CORPORATIONS

NOTICE!!  
Are you seriously thinking of borrowing money?  
  
If you must borrow, see your CREDIT UNION.  
  
There you will find it simpler to borrow, and a whole lot easier to pay it back, because it costs you LESS.  
  
CREDIT UNION SERVICE is handy, speedy, confidential and friendly.



STATINTL

CIA FEDERAL CREDIT UNION  
Washington, D. C.

1. [REDACTED]  
2. [REDACTED]  
3. *File*

21 January 1948

SUBJECT: CIA Federal Credit Union

1. Establishment

The CIA Federal Credit Union was organized 5 December 1947 under the provisions of the Federal Credit Union Act, as amended. The Credit Union is a cooperative association organized for the purpose of promoting thrift among its members and creating a source of credit for provident or productive purposes.

2. Federal Supervision

The Federal Deposit Insurance Corporation has the responsibility of carrying out the provisions of the Federal Credit Union Act and the supervision of the activities of all Federal Credit Unions. The books and records of the CIA Federal Credit Union are examined each year by a Federal Deposit Insurance Corporation examiner.

3. Management

The affairs of the Credit Union are managed by:

a. Board of Directors, consisting of five (5) members, who shall:

- (1) Act upon all applications for membership;
- (2) From time to time fix the amount and character of, and approve surety bonds required of any persons handling or having custody of funds, and may authorize the payment of the premium or premiums therefor;
- (3) Recommend the declaration of dividends;
- (4) Fill vacancies in the Board of Directors and in the Credit Committee;
- (5) Employ, fix the compensation and prescribe the duties of such employees as may, in the discretion of the Board of Directors, be necessary;
- (6) Determine from time to time the maximum number of shares that may be held by any member;
- (7) Determine from time to time the interest rate on loans and the maximum amount that may be loaned, with or without security, to any member within the limitations prescribed by law;
- (8) Authorize and supervise investments other than loans to members;
- (9) Designate the depository or depositories for the funds of the Credit Union;

- 2 -

- (10) Authorize borrowings and discounting operations within the limitations prescribed by the Federal Credit Union Act and regulations issued thereunder by the Federal Deposit Insurance Corporation;
- (11) Authorize the charge-off of uncollectible loans;
- b. Credit Committee, consisting of three (3) members, whose duty is to approve or disapprove applications for loans and to determine the security, if any, which shall be required for each loan and the terms upon which it shall be repaid.
- c. Supervisory Committee, consisting of three (3) members, whose duty is to make, as of the end of each quarter, an examination of the affairs of the Credit Union (including an audit of the books), and to make a written report thereof to the Board of Directors; to prepare and submit to the members at each annual meeting a written report on the condition and affairs of the Credit Union and to prepare and submit such reports as the Federal Deposit Insurance Corporation may require.

#### 4. Elections

The Board and Committee Members are elected by the members of the Credit Union at the annual meeting held during the month of January each year. The first annual meeting of the CIA Federal Credit Union will be held in the Projection Room, Administration Building, at 4:00 p. m. on Friday, 30 January 1948.

The officers of the Credit Union are: a President, a Vice-President, a Treasurer and a Clerk, all of whom are elected by the members of the Board of Directors and from their number.

#### 5. Membership

Membership is limited to civilian employees of the Central Intelligence Agency in Washington, D. C. and adjoining counties in Maryland and Virginia; members of their immediate families; and organizations of such persons.

An applicant may be admitted to membership by executing an Application for Membership Card and paying an entrance fee of 25¢ together with a payment of 25¢ toward the purchase of a \$5.00 share.

#### 6. Shares

The value of a share is \$5.00. Any member may pay into the Credit Union any sum from 25¢ to \$500.00, provided such payment does not make the share balance in excess of \$500.00. A member with a share balance of \$500.00 or more may deposit at the rate of \$20.00 per month thereafter. Withdrawal of shares may be made at any time provided the member does not

- 3 -

have an outstanding loan balance in excess of his share balance. However, the Board of Directors has the right, if deemed necessary by them, to require members to give sixty (60) days notice of intention to withdraw the whole or any part of the amounts so paid in by them.

#### 7. Loans

Upon proper application loans may be made to members for provident or productive purposes such as, medical and hospital expenses, vacations, liquidation of accumulated bills, house and car repairs, family expenses, etc. Members are required to have a share balance of at least \$5.00 in order to make an application for a loan. A loan limit of \$100.00 has been established by the Board of Directors.

All applications for loans are referred to the Credit Committee which meets on Thursday afternoon of each week. Action will be taken by the Credit Committee on all loan applications received by noon on Wednesday of each week. The Committee in reviewing loan applications takes into consideration the purpose of the loan, length of applicant's service with CIA, previous loan record, if any, applicant's salary and his outstanding obligations. The Committee, in considering the purpose of the loan, determines whether the loan sought is for a provident or productive purpose and also whether the loan will be of a probable benefit to the borrower.

Each application for a loan must be approved by a majority of the entire Committee and by all members of the Committee who are present at the meeting at which the loan application is considered.

The Committee also determines the security, if any, which shall be required for each loan and the terms upon which it shall be repaid. The terms are usually \$5.00 or \$10.00 per payday, plus interest, with the requirement that at least 25% shall be paid on shares with each loan repayment. The compulsory saving requirement was instituted by the Board of Directors with the idea of encouraging the habit of thrift through systematic savings.

#### 8. Reserve for Bad Loans

The Credit Union is required by the Credit Union Act and the Bylaws to set aside all entrance fees and fines (the Board of Directors has waived the assessment of fines) and twenty (20) percent of the net earnings of each year (before declaration of any dividend) as a reserve against possible bad loans.

#### 9. Interest

The rate of interest on loans is 1% per month on the unpaid balance, which includes all charges incidental to making the loan. At this rate a loan of \$100.00 repaid in monthly installments of \$10.00 will cost a total of \$5.50 in interest. The rate charged by the Credit Union is from 1 to 2% lower than the rate charged by the various small loan companies.

- 4 -

10. Location

STATINTL

The Office of the Credit Union is located temporarily in Room 203, Central Building. Further information may be obtained by calling the Assistant Treasurer, [REDACTED] on Extension 723.

STATINTL

[REDACTED]  
EDWARD R. SAUNDERS  
President

CIA FEDERAL CREDIT UNION  
Washington, D. C.

16 January 1948


SUBJECT: First Annual Meeting of CIA Federal Credit Union

1. The First Annual Meeting of the CIA Federal Credit Union will be held Friday, 30 January 1948 at 4:00 p. m. in the Projection Room of the Administration Building.

2. At this time the officers will submit reports covering the activities of the Credit Union since organization. Officers will be elected for the coming year.

3. All members of the Credit Union are especially urged to be present. Other interested civilian employees may also attend. However, only Credit Union Members are allowed to vote.

STATINTL



EDWARD R. SAUNDERS  
President

DISTRIBUTION: All CIA Employees

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D.C.Memorandum to Each Employee of CIA

4 November 1947

The time has again come for the Central Intelligence Agency to do its part in the Community Chest Drive. It has been my privilege to be designated as chairman for the drive in the CIA. I know of no better way to serve your community than to contribute part of your earnings to this cause. It is my sincere hope that each of you feel the same way and will give as much as you can afford.

I have appointed Mr. L. T. Shannon as Vice Chairman of the CIA Drive and am asking each Assistant Director, the Executive for I&S, the Executive for A&M, and the Chief, ICAPS to appoint Division Chairmen for their respective offices and staffs. Each Division Chairman will appoint a keyman for each 15-25 employees in his office or staff to assist him in accepting contributions and in the necessary book-keeping.

The Community Chest Federation - National Capital Area, was founded in 1928 and this campaign will mark the twentieth year in which Government employees and other residents have been asked for support. The Federation is an organization composed of the six Community Chests in the Metropolitan Area, comprising welfare agencies which are united for better community service and for the purpose of raising the necessary funds through one single campaign rather than through many appeals by individual agencies. You will be given a list of these agencies before you are asked for your contribution, which may be designated for any agency on the list.

For many of you, the big question will be: "How much should I give?" You alone can answer this question. As you are making your decision, please remember that your gift is utilized to finance the work and programs of the one hundred and twenty agencies comprising the Community Chest Federation, including the Community Chest of Arlington, Fairfax, Montgomery, and Prince Georges Counties, and the cities of Alexandria and Washington. The scale below has been suggested by a representative committee. It is predicated on the overall campaign quota of \$3,900,000 and has been estimated for the average person with two dependents. Please remember that these figures are only a suggested guide and you should feel in no way obligated to give according to this scale if you cannot afford it.

<u>Annual Salary</u>	<u>Approximate % of Annual Salary Contributed</u>	<u>Suggested Contribution</u>
\$2000 - \$4000	3/10 to 4/10 of 1%	\$6.00 to \$12.00
\$3000 - \$4000	4/10 to 5/10 of 1%	\$12.00 to \$20.00
\$4000 - \$5000	5/10 to 7/10 of 1%	\$20.00 to \$35.00
\$5000 - \$6000	7/10 to 9/10 of 1%	\$35.00 to \$54.00
\$6000 - \$7000	9/10 of 1% to 1%	\$54.00 to \$70.00
\$7000 - \$8000	1% to 1 1/10 of 1%	\$70.00 to \$90.00
\$8100 and above	1.25% and up	\$100.00 to \$250.00


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- 2 -

It is my understanding that residence drives commence on 6 November 1947. Our drive will not be underway until a few days later. It will be appreciated if you will wait until our Community Chest organization is established and then make your contribution to the designated keyman in your organization in order that the CIA may meet its quota. This will not prevent you in designating your contribution for any agency you desire in your area of residence.

May I ask that you let your standard of living be your guide for giving to this worthy cause,

STATINTL

  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

RESTRICTED

HR-1-1/62

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

12 January 1951

*M. J. M. - R. M.  
W. L. P. file  
MEW file*

MEMORANDUM FOR: Each Employee of CIA

SUBJECT: Unauthorized disclosure of classified information

1. It is a matter of particular concern that every CIA employee having access to classified information realize his personal responsibility to his country for preventing the unauthorized disclosure of such information in any manner.

2. Each of you has received security indoctrination on this matter and each of you should be familiar with the provisions of our security regulations quoted below:

"Any person on duty with CIA who, with deliberate intent or through gross negligence, causes classified information affecting the national security to be conveyed to unauthorized persons is subject to the penalties provided for by the Espionage Act. Public or private discussion of classified data with, or in the presence or hearing of, any person not authorized to have knowledge thereof is strictly forbidden. CIA members will refrain from giving unauthorized persons any information about their work."

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3. I am sure that I can count on your full cooperation and compliance.

WALTER B. SMITH  
Director

DISTRIBUTION: No. 5

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